KYAE Employability Standards

The employable adult should be able to:

E.1   Effectively contribute to a team through cooperation, leadership, and giving and accepting critical feedback to work toward a common goal.

E.2   Utilize workplace tools and technologies to communicate effectively (e.g., memos/emails, basic computer programs, phone systems).

E. 3   Model compliance of workplace policies and procedures.

E.4   Utilize and support workplace organizational structures (e.g., company departments, corporate goals, chain of command).

E.5   Use resources responsibly.

E.6   Identify and effectively use skills and materials needed for a particular task.

E.7   Accurately analyze information and respond appropriately.

E.8   Interact with others in a professional manner.

E.9   Analyze self-performance to better understand strengths and areas for improvement.

E.10   Seek out opportunities for advancement and improvement of personal skills and abilities.